

## **CHAPTER 9 COUNTY PERSONNEL**

### **1-9-1: PERSONNEL POLICY; ENFORCEMENT**

The County Board of Supervisors hereby approve the following personnel policy which shall be effective for all County employees, except as it may be modified or supplemented by collective bargaining agreements with individual bargaining units.

The responsibility for interpretation and enforcement of the personnel policy shall be made by department directors, and the County Clerk is hereby designated as acting Personnel Director to act as a liaison between the department directors and the Personnel and Labor Relations Committee. The Personnel and Labor Relations Committee shall remain the County agency in charge of personnel matters. Title 1, Chapter 9 shall be effective as of January 1, 1991.

### **1-9-2: GENERAL INFORMATION, DEFINITIONS**

- A. Full-time employees are those whose regularly assigned work shift would provide at least forty (40) hours of work per week, or at least one hundred seventy three (173) hours of work per month, or two thousand eighty (2080) hours per year.
- B. Regular part-time employees are those whose assigned work shift would provide less than forty (40) hours of work per week, or less than one hundred seventy three (173) hours per month, but normally requires that actual performance of at least six hundred (600) hours per year in a planned undertaking which is a regular and continuing function of the County and is expected to last more than two (2) years.
- C. Temporary part-time, limited term employees, and project employees are those who may work the same number of hours as full-time employees but whose term of employment is expected, by mutual agreement, to be of short duration (example - summer and student help and employees hired to fill in during peak loads of work or in the absence of regular employees for a short period of time); also those who work less than the number of hours of a full-time employee and who do not have a permanent shift assigned to them as do other regular part-time employees.
- D. Work week and overtime is defined as follows: work week, unless otherwise specifically designated, shall consist of forty (40) hours of work over a period of five (5) days within one calendar week. Green County provides for overtime pay in departments where other than a regular Monday through Friday work week is possible. According to specific departments and rules, payroll for these employees shall include time and one-half or double time, whenever directed to do so.
- E. Anniversary date is the first date on which the employee begins regular full-time or regular part-time employment or project employment so long as project employment is followed by regular full-time or regular part-time employment with no break in continuity of service. All employment shall be considered to be continuous unless terminated by discharge, resignation or employee is laid off and not re-employed for two (2) years from date of lay off. Employment shall not be considered continuous for regular part-time employees if their hours of actual performance falls below six hundred (600) hours in any one (1) calendar year. However, such employees shall accrue longevity for the purposes of determining benefits each calendar year that they do perform services in excess of six hundred (600) hours per year even if those calendar years are not contiguous.

- F. Call-ins by employees who cannot report for work at their regularly scheduled time, for any reason, are a must. Such calls should be made as early as possible before scheduled work hours to supervisory personnel so that work may be scheduled accordingly.
- G. On-the-job injuries shall be reported to the proper supervisory personnel immediately and the necessary insurance forms completed as required by the Wisconsin Worker's Compensation Statutes. For employee and employer protection, all injuries shall be reported and processed.
- H. All new employees (except replacement personnel) are required to have authorization of the Personnel and Labor Relations Committee and the specific department, before being placed on the County payroll. This subsection also applies to independent contractor and labor services contracts, except those previously approved or which have been approved through the budget process by the County Board.
- I. In addition to the established classification pay scale, employees shall have the benefit of a longevity policy, with wage increases to be granted after an employee reaches his or her first, second, fourth, sixth, ninth, twelfth and fifteenth anniversaries for department heads and the first, second, fourth, sixth, ninth, twelfth and fifteenth anniversaries for employees not subject to a current collective bargaining agreement. (Ord. 01-0801, 8/14/01; Ord. 08-1201, 12/9/08)

#### **1-9-3: TIME REPORTS**

Federal and State Statutes require that an accurate record be kept for hours of work. Depending on the department involved, time cards or time slips are to be maintained daily and submitted to the department head on a weekly or bi-weekly basis, as required, for approval. In some areas where time clocks are required regulations will be provided by each specific department. Each employee must punch his/her or own time card.

#### **1-9-4: PROBATIONARY PERIODS**

##### **A. New Employees**

- 1. Probationary period shall be the first one hundred eighty (180) days following the start of employment. During the one hundred eighty (180) day probationary period the employee will receive the current starting salary for which he/she was hired, but no employee shall be paid less than minimum wage. Department heads shall be required to serve an additional one hundred eighty (180) day probationary period, a total of three hundred sixty (360) days, but they shall be paid at the after-probation rate of pay upon completing the initial one hundred eighty (180) day probationary period.
- 2. A new employee, except department heads, shall work under the provisions of this policy, but shall be employed only on a one hundred eighty (180) day trial basis, during which period he/she may be discharged without further recourse; provided, however, that the employer may not discharge or discipline for the purpose of evading this policy. After said probationary period, the employee shall be placed on a permanent status list and shall be paid at the after-probation rate of pay for the employee's classification. Department heads, that are new employees, shall work under the provisions of this policy, but shall be employed on a three hundred sixty (360) day trial basis, during which period he/she may be discharged without further recourse; provided, however, that the employer may not discharge or discipline for the purpose of evading this policy.

3. Students, as temporary help, are not considered as probationary employees. Students are defined as employees currently enrolled or on vacation from any educational institution and hired for seasonal or limited part-time work.

**B. Current or Continuous Employees:**

1. All current employees (full-time or part-time) who transfer to another department in the County or are promoted to a new position in his/her current department shall serve a probationary period of ninety (90) days. A current employee who transfers to another department in the County as the department head of the department to which he/she is transferred or is promoted to department head in his/her current department shall serve an additional probationary period of one hundred eighty (180) days for a total probationary period of two hundred seventy (270) days. Current or continuous employees promoted to department head shall be compensated in accordance with the written policy of the Personnel and Labor Relations Committee; however, the probationary period, for purposes of compensation for department heads, shall be ninety (90) days.
2. Any current or continuous employee so promoted or transferred may request a waiver of the probationary period. The Personnel and Labor Relations Committee shall review all requests, so made by a current or continuous employee, for waiver of the probationary period and shall determine whether to waive or reduce the probationary period.

**1-9-5: PERFORMANCE ON THE JOB**

**A.** Instances may occur when an employee has exhibited questionable behavior and corrective action is necessary. Such instances, which would justify corrective action, include, but are not limited to, the following:

1. Fraud in securing employment;
2. Incompetency;
3. Inefficiency;
4. Unauthorized absences (unauthorized absence for 3 consecutive work days may be considered a voluntary resignation);
5. Neglect of duty;
6. Insubordination or willful misconduct;
7. Dishonesty;
8. Intoxication on duty;
9. Conviction of a felony or misdemeanor;
10. Negligence or willful damage to public property;
11. Discourteous treatment of the public or fellow employees;

12. Loss of driver's license if required for the job;
  13. Violation of any lawful order, directive or policy.
- B. Types of corrective action could include a written reprimand, a suspension or a discharge.
- C. If corrective action is taken, a written notice must be given to the employee. The statement must include the following:
1. The specific reason or reasons for the corrective action taken;
  2. The corrective action to be imposed (reprimand, suspension or discharge);
  3. The effective date(s) and length of the corrective action;
  4. The right of the employee to file a written appeal with the Green County Personnel and Labor Relations Committee within ten (10) working days of the employee's receipt of said written notice. The written appeal should be filed with the Green County Clerk who shall notify the Chairperson of the Personnel and Labor Relations Committee. The Committee shall then meet within ten (10) working days of receiving the written appeal to consider the matter. Such hearings shall be in closed session, unless otherwise requested by the employee who files the appeal. At any such hearing, the employee shall have the right to be represented by counsel of his or her choice, the right to confront and cross-examine adverse witnesses, and the right to present his or her own testimony and/or witnesses. Following the hearing, the Committee shall deliberate in closed session and thereafter inform the employee of its decision, in writing, within a reasonable time following the hearing.

**1-9-6: PAY PERIOD**

- A. All employees shall be paid on an every other week basis on Friday. Each check shall be for the time worked during the two (2) week period ending the preceding Saturday at twelve o'clock (12:00) midnight.
- B. Each employee shall be provided with a statement of gross earnings which shall set forth straight time and overtime hours worked and an itemized statement of all deductions made for any purpose.
- C. If payday falls on a holiday, the employee shall be paid the preceding work day.

**1-9-7: BREAK PERIOD**

All employees shall be permitted to take a ten (10) minute break period in the forepart of their shift and a ten (10) minute break period in the latter part of their shift without loss of pay at a location of their choosing. The two (2) ten (10) minute breaks may be combined into one, twenty (20) minute break by mutual agreement of the employee and the department head to the extent not prohibited by law.

#### **1-9-8: VACATIONS**

Vacation provisions shall be as follows:

- A. Every full-time employee shall receive vacation benefits as established by the policy of the Personnel and Labor Relations Committee, which the Committee shall establish and provide in writing to the full-time employees to the extent not modified or supplemented by current collective bargaining agreements.
- B. Minimum usage of vacation may be in no less than one-half ( $\frac{1}{2}$ ) day increments (equivalent of 4 hours).
- C. The department head shall have full responsibility and discretion for setting vacation periods for all employees under his/her supervision during the calendar year. In doing so he/she shall be guided by the good of the County service and orderly conduct of the work and functions of the department. Employees within the same class or job title shall be given an opportunity to exercise the selection of their vacation according to the periods set out by the department head.
- D. All vacation time must be scheduled through the supervisor or department head. In some cases it may not be possible for more than one person from a department to go on vacation at the same time. In the case of conflict, longevity shall determine the choice.
- E. At least one week of earned vacation must be taken each year. Payment in lieu of vacation is permitted so long as at least one week of vacation is taken in a calendar year.
- F. An extra day of vacation is granted when a holiday, observed by the County, falls within the employee's vacation period.
- G. Employees who have earned more than one week of vacation shall be permitted to take all vacations at one time, or to split the vacation in weekly intervals. No back to back vacations are permissible.
- H. Vacations may be exchanged by mutual agreement of the employees and with the approval of the department supervisor.
- I. All time lost because of on-the-job injury or illness shall count as time worked for vacation purposes.
- J. In the event of death of an employee who is entitled to vacation pay under the provisions hereof, such vacation pay and earnings due such employee shall be paid to his/her lawful heirs, in accordance with the law.

#### **1-9-9: SICK LEAVE**

- A. Sick leave with pay is provided to protect income during an illness or disability that forces an employee to remain away from work.
- B. The sick leave policy of the County is a privilege, not a right, and it is set up for the sole purpose of protecting the income of the employee.
- C. An employee may use accumulated sick leave to attend to a sick or injured spouse, child or parent.

- D. Each full-time employee shall earn and accumulate when not used, one sick leave day with pay at their regular rate of pay for each month of employment, until a total of ninety (90) days is accumulated.
- E. After each full-time employee has accumulated his or her ninety (90) days of sick leave and used all or any portion of it, it shall be built back up at the rate of one day of sick leave a month, until he/she has again accumulated ninety (90) days.
- F. No sick leave shall be paid for absence due to illness, unless the employee has accumulated twelve (12) or more sick days or unless the employee sees a doctor as soon as reasonable and presents a proper doctor's certificate attesting to the illness within twenty four (24) hours of the day the employee returns to work. In any event after an employee has used three (3) consecutive days of sick leave, he/she shall furnish a doctor's certificate attesting to the illness. If the employee leaves work because of illness, that day shall be counted as the first day of illness.
- G. After each full-time employee has accumulated his/her ninety (90) days of sick leave, they shall be entitled to an annual payout of one-half the sick days remaining over 90 at the end of each year. Such a payout shall reduce the employee's sick leave account to 90 days.
- H. Any unused sick leave at the time of an employee's termination due to normal retirement, death or permanent disability will be paid to the employee or his/her heirs, at the employee's rate of pay at the time of termination on a one to two (2) basis, or fifty percent (50%) of the employee's total sick leave accumulation. Example: An employee with sixty (60) accumulated sick leave days would be compensated upon termination for thirty (30) days at the current rate of pay.
- I. The term "normal retirement" as used in this Section regarding sick leave shall be defined to be a voluntary termination of employment on the part of the employee occurring after an employee has attained the age of sixty two (62) years and has completed ten (10) years of continuous employment for Green County or occurring after an employee of any age has completed twenty (20) years of continuous employment for the County.
- J. If an employee who has accumulated unused sick leave under this section becomes an elected official of Green County with no break in County employment, upon taking elected office, he/she shall be entitled to an immediate payout of their accumulated sick leave on a one-to-two basis, or 50 percent of the employee's total sick leave accumulation. Such payout shall be at the rate of pay the employee earned immediately preceding taking elected office. For those elected officials currently in office with an accumulation of sick leave, payout shall be made immediately at the rate of pay the elected officials received immediately prior to taking office.
- K. Sick leave benefits shall also apply to maternity leave to the extent of accumulated sick leave.
- L. Sick leave policy provides for prorated sick leave benefits for part-time employees employed on a regular schedule. This policy shall be retroactive to January 1, 1980. This policy provides for retention of accumulated and recorded sick leave days, specifically applying to part-time registered nurses at Pleasant View Nursing Home. (Ord. 00-0702; Ord. 05-1002, 10-18-05)

## **1-9-10: COMPENSATORY TIME**

Compensatory time is available to employees. Compensatory time refers only to those situations in which an employee has received written approval by his/her supervisor to work hours in addition to regular work hours in consideration for which the supervisor will permit the employee to be excused from work a number of hours that is equal to one and one-half (1-½) times the number of hours worked in addition to the regular work hours. Compensatory time may be accumulated from pay period to pay period up to a maximum of sixty (60) hours of compensatory time. It is the responsibility of the employee to request time off for compensatory time accumulated. The hours during which the employee plans to be absent from work must have been previously approved by his/her supervisor.

Compensatory time shall be permitted to be used within a "reasonable period" after the employee makes the request. A reasonable period of time shall be determined considering customary work practices. Such practices include, but are not limited to:

- The normal schedule of work.
- Anticipated peak work loads based on past experience.
- Emergency requirements for staff and services.
- The availability of qualified substitute staff.

Requests for compensatory time off may not be denied by supervisors/department heads unless to do so would unduly disrupt the department's operation. To deny compensatory time off requests requires that the time off would impose an unreasonable burden on the department's ability to provide services of acceptable quality and quantity to the public during the time requested. Compensatory time shall not be taken in conjunction with annual leave except in case of emergency and with specific written permission of the department head. All Supervisors responsible for keeping records of employee's compensatory time must make separate entries on time cards for all compensatory time arrangements. When an employee earns compensatory time the number of hours earned should be specifically indicated on the time sheet directly under the individual's name or on the time card.

When an employee uses his/her compensatory time, the number of hours used must be indicated under the heading "Compensatory Time Used". A record of compensatory time earned and taken must be kept according to established procedures. The record of compensatory time shall be reviewed and approved by the employee's supervisor.

- A. Specified department heads in the various County departments are considered salaried employees. The salaried employee shall receive the same pay every two (2) weeks regardless of whether the employee worked more than eighty (80) hours or less than eighty (80) hours in any two (2) week pay period.

The following are the designated department heads considered "exempt" from the provisions of the Fair Labor Standards Act:

- Building/Property Maintenance Supervisor
- Child Support Administrator
- Community Health Nursing Director
- Corporation Counsel
- Finance Director
- Highway Commissioner
- Human Services Director
- Land Conservation Office Manager
- Landfill Manager

Pleasant View Nursing Home Administrator  
Veterans Service/EMS/Emergency Management Officer  
Zoning Administrator

- B. Employees of Green County shall receive compensatory time at the rate of one and one-half (1-1/2) hours for each hour of overtime worked.
- C. "Overtime", for purposes of this County policy, shall be all hours in excess of forty (40) hours in any one work week.
- D. Compensatory time accumulation is to be allowed up to a maximum of sixty (60) hours. Upon the accumulation of a bank of sixty (60) hours of compensatory time, all overtime hours worked beyond sixty (60) hours of compensatory time shall be paid at a rate of one and one-half (1-1/2) hours for each hour worked.
- E. Upon termination of his or her employment, any accumulated compensatory time hours will be converted to a cash payoff consistent with current law.

**1-9-11: PERSONAL DAYS**

Personal days will be granted on the following basis to full-time employees.

- A. Five (5) days during each employment year, that is, anniversary date to anniversary date.
- B. No personal days shall be allowed during an employee's probationary period.
- C. Days shall be arranged in advance with the department head.
- D. No reason need be given for the taking of a personal day, except that the employer must be told that it is to be considered as such, otherwise the employee will not receive pay.
- E. The first four of these personal days are to be taken from accumulated sick leave. (Ord. 05-1001, 10-18-05)
- F. Personal leave may be taken in hourly intervals.

**1-9-12: SNOW DAYS**

- A. Though we realize that at times it may be difficult for employees to get to work due to heavy snowfalls or hazardous driving conditions, there is no provision in County employment policy to pay the employee for such time missed, unless the employee chooses to call it a personal day. It can then be a paid day off, but it will be charged against the number of such days allowable.
- B. This is the necessary position because no equitable way can be found to compensate employees who do work on these days.

**1-9-13: FUNERAL LEAVE**

For the purpose of attending the funeral of a mother, father, stepmother, stepfather, mother-in-law, father-in-law, brother, sister, child, spouse, grandparent, grandchildren, and stepchildren, an employee shall be allowed up to three (3) days off with pay, provided the employee attends the funeral. For the purposes of attending the funeral of a brother-in-law or sister-in-law, an employee



will be allowed one (1) day off at the time of the funeral. These days are not to be deducted from his/her accumulated sick leave.

If, due to travel or other extenuating circumstances, the employee needs additional time off such time may be granted with the approval of the department head or the department head's designee. (Ord. 92-0310, 3-10-92; Ord. 05-1002, 10-18-05)

**1-9-14: HOLIDAYS**

- A. The County has declared nine (9) full days as official County holidays. They are:

New Years Day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	December 24
Independence Day	Christmas Day
Labor Day	

(Ord. 92-0310, 3-10-92; amd. Ord. 92-1110, 11-10-92)

- B. Full-time employees shall receive their straight time rate of pay for each of these days. For purposes of computing overtime, holidays shall be counted as days worked.
- C. If a holiday falls on a Saturday, Friday will be the day off. If Friday is also a holiday, Thursday will be the day off. If a holiday falls on a Sunday, then Monday will be the day off. If Monday is also a holiday, then Tuesday will be the day off. If there is a reasonable dispute as to the official day specified for any of the above holidays, then such holiday shall be the day designated by the County Clerk.
- D. To qualify for holiday pay, employees must report for work on their regularly scheduled day both prior to and following the holiday, if said employee is requested to do so, unless the day preceding or the day following the holiday is their regularly scheduled day off, or unless they are unable to work on account of proven illness, or unless absence is mutually agreed to.
- E. Employees who are serving their probationary period are entitled to holiday pay falling within the probationary period. While it is considered preferable for employees to use the holidays as time off, specific County departments require continual work forces.

**1-9-15: JURY DUTY; SUBPOENAS AND SUMMONED TESTIMONY**

- A. Any employee who serves on a jury shall be paid by the employer the difference between the earnings for such jury duty and his/her regular earnings. Any employee who is called for jury duty, but who is dismissed or upon terminating his/her jury duty for any reason, from serving on the jury on any day shall return to his/her job to complete the regular scheduled work day. The employer reserves the right to ask that any employee be excused from jury duty.
- B. Any employee who is subpoenaed or summoned by judicial process, to present testimony, in a court of record, administrative hearing or arbitration shall be paid by the employer, the difference between the earnings for such testimony and his/her regular earnings.

Any employee who is subpoenaed or summoned, as set forth above, but who is dismissed, upon completing testimony, or is excused for any reason, on any day, shall return to his/her job to complete the regular scheduled work day.

The employer reserves the right to ask that any employee be excused from testifying on any given day.

**1-9-16: HEALTH INSURANCE PROGRAM**

A. **40-Hour Work Week:** The health insurance coverage for full-time employees who work in a department which has a normal full-time work week of forty (40) hours per week and who select single or family coverage, the County agrees to pay ninety percent (90%) of the monthly premium for the health insurance coverage, with the remainder to be paid by the employee. Newly hired employees shall receive health insurance coverage the first of the month following thirty (30) days of employment. Employees working less than twenty (20) hours per week are not eligible for health insurance. For those working twenty (20), but less than thirty (30) hours per week, fifty percent (50%) of the ninety percent (90%) of the cost of the premium will be paid by the County, with the remainder to be paid by the employee. For those employees working thirty (30), but less than forty (40) hours per week, seventy five percent (75%) of the ninety percent (90%) of the cost of the premium will be paid by the County, with the remainder to be paid by the employee.

**37½-Hour Work Week:** The health insurance coverage for full-time employees who work in a department which has a normal full-time work week of thirty-seven and one-half (37½) hours per week and who select single or family coverage, the County agrees to pay ninety percent (90%) of the monthly premium for the health insurance coverage, with the remainder to be paid by the employee. Newly hired employees shall receive health insurance coverage the first of the month following thirty (30) days of employment. Employees working less than eighteen and three-quarters (18.75) hours per week are not eligible for health insurance. For those working eighteen and three-quarters (18.75), but less than twenty-eight (28) hours per week, fifty percent (50%) of the ninety percent (90%) of the cost of the premium will be paid by the County, with the remainder to be paid by the employee. For those employees working twenty-eight (28), but less than thirty-seven and one-half (37.5) hours per week, seventy-five percent (75%) of the ninety percent (90%) of the cost of the premium will be paid by the County, with the remainder to be paid by the employee.

B. The County shall make the contribution for an employee who is absent because of illness or off the job injury for six (6) months. This pertains to employees with two (2) years or more of continuous service. The County will continue contributions for a maximum of twelve (12) months when an employee is absent due to occupational illness or injury.

C. If an employee is granted a leave of absence and desires to have his/her insurance coverage continued, he/she must pay the County prior to the leave of absence, sufficient monies to pay one hundred percent (100%) of the monthly contribution into the health and welfare fund during the period of absence.

D. The following retiree group plan shall be available to retiring County employees:

1. Retiring employee must be at least sixty two (62) years of age or qualifies for retirement under the Wisconsin Retirement Fund regulations.
2. Part-time employees must have the hourly equivalent of ten (10) years of continuous employment, with minimum of twenty thousand eight hundred (20,800) hours.
3. Retiree must provide premium payment directly to the current provider of health insurance for the County. (Ord. 03-0801, 8-12-2003)

**1-9-17: WISCONSIN RETIREMENT FUND**

- A. Green County offers enrollment in the Wisconsin Retirement Fund to all employees with qualification requirements set at six hundred (600) hours or more of employment. Green County provides both the employee and employer contribution to the Fund. The County shall contribute the employees share up to a maximum of six and two-tenths percent (6.2%) for employees under the general classification and seven percent (7%) for employees under the protective classification.
- B. The employee contribution is available upon due process to the employee in the event of separation or termination, for any reason. Employer and employee contributions are available to the employee at the time of eligible retirement. Several settlement (retirement) options are available.
- C. Retirement benefits and qualifying date for receiving full benefits vary according to the employee's specific position (elective, protective or general employee).
- D. Employees may refer to retirement fund brochures for more information. Rates vary from year to year depending upon success of investments and amount of retirement requests.
- E. Employees are allowed to participate in a variable annuity program in addition to the regular formula plan annuity.
- F. The County Clerk's office is receptive to questions at any time regarding employee questions.

**1-9-18: LEAVE OF ABSENCE**

- A. All leaves of absence shall be without pay.
- B. A minimum of twelve (12) months of continuous employment is required before a leave of absence can be requested.
- C. Any employee desiring leave of absence from his/her employment shall secure written permission from the department supervisor and responsible Committee. The maximum leave of absence shall be for thirty (30) days and may be extended for like periods with permission for same to be secured from the employer.
- D. The employee must make suitable arrangements for continuation of health and welfare.
- E. If an employee, during leave of absence, does not provide contribution to health insurance, upon returning to work the employee shall be reinstated on a new employee basis with regard to health insurance benefits.
- F. Vacation and sick leave benefits do not accumulate during a leave of absence.
- G. Holiday pay is not allowed during a leave of absence.
- H. Employment and leave of absence shall terminate should an employee accept employment elsewhere while on a leave of absence.

**1-9-19: ABSENCE FROM WORK; TIME-OFF REQUEST**

Occasionally there are times when you must be absent because of illness or for other reasons. Arrangements for planned absences should be made as far in advance as possible. If an employee wishes to take off with or without pay, he/she should notify his/her supervisor or department head for approval.

**1-9-20: MILITARY SERVICE**

- A. All employees who volunteer or are called for military duty for the United States Government shall be considered on "leave of absence", and shall retain all seniority rights cumulatively, and without interruption.
- B. Each such employee shall, on request, be reinstated to the position he/she held on entering the "service", provided such request is made within ninety (90) days after such employee is available to return to work. If such position has been discontinued or eliminated, then he/she shall be given other employment which he/she is suited for in accordance with his/her length of service with the County.

**1-9-21: JOB TRANSFERS; JOB POSTING; AND JOB POSTING FILES**

- A. Employees may be authorized to transfer from one department to another if the transfer is acceptable to the receiving department.
- B. When transferring from one department to another, the employee carries to the new department all accumulated sick leave, vacation benefits and longevity.
- C. Transfers are regarded as permanent when a probationary period has been satisfactorily completed in the new department. The employee may use earned sick leave, vacation, and other benefits during this probationary period. Normal probationary regulations must be honored; except that probationary regulations may be modified or waived by the Personnel and Labor Relations Committee.
- D. All non-union and all union job openings which are not filled from within the particular bargaining unit are to be posted in all County facilities for a minimum of five (5) working days. All positions subject to this posting requirement, may be simultaneously advertised for and filled from outside of the County employment system. In the case of equally qualified candidates, preference may be given to the County employee. This Section shall apply to all vacancies in existing positions within the County as well as for newly created positions within County employment.
- E. All departments, at their discretion, may maintain and keep an applicant's application and/or resume in a job posting file for a maximum of twelve (12) months. Future vacancies not filled from within a bargaining unit may be filled from said file with or without the need for further interviews at the discretion of the department head. (Ord. 99-0301, 3-9-99)

**1-9-22: ELECTED OFFICIALS**

- A. State Statute requires the establishment of the salaries of all elected officials prior to June of each year in which such officials shall run for election to their respective offices in the fall.
- B. Such salaries shall be for the (2) year period or the term shall be approved by the County Board as a whole.

- C. Said salaries shall be published and made known to prospective candidates in time for them to make a decision regarding their entry into the race.
- D. Most fringe benefits shall be subject to change as determined by the Personnel and Labor Relations Committee in line with County policy, except that provisions for sick pay and vacations do not apply to elected officials.

**1-9-23: PART-TIME EMPLOYEE BENEFITS AND LIMITED TERM EMPLOYEES, SUMMER AND STUDENT HELP BENEFITS**

**Regular part-time Employee Benefits:**

- A. Eligible Benefits: All regular part-time employees are eligible for the following benefits on a prorata basis:
  - 1. Holidays
  - 2. Sick Leave
  - 3. Vacations
  - 4. Personal Days
  - 5. Insurance.<sup>1</sup>
- B. Pay. Part-time employees shall receive the rates of pay set forth in the applicable schedule for their respective pay grade and longevity.
- C. Proration of Benefits. Part-time employees shall be entitled to prorated benefits listed in this Personnel Policy. Said proration shall be based upon the number of hours said employee's work applied as a percentage of one hundred seventy three (173) work hours per month. Holidays are prorated and paid in the pay period following the holiday; vacation and sick leave are prorated after their anniversary dates.

***Limited Term Employees Summer and Student Help Benefits:***

- A. Notwithstanding anything heretofore set forth in Title 1, Chapter 9 of this Personnel Policy, benefits and pay for limited term employees, summer help and student help shall be as required by law and as set by the Personnel and Labor Relations Committee at the time of the hiring of the individual employee. (Ord. 01-0801, 8/14/01)

**1-9-24: RETIREMENT FUND**

The Green County Clerk or his/her successor is designated as the agent of the Green County Board of Supervisors in matters pertaining to the Wisconsin Retirement Fund, and in the event of the inability of the Green County Clerk to perform the duties of such agent, either because of absence, disability or death, a Deputy County Clerk is hereby designated as the agent only during such inability of the County Clerk and prior to the time of the qualifications of his/her successor who shall thereupon be such agent.

**1-9-25: COURTHOUSE OFFICE HOURS**

Courthouse office hours are hereby established as 8:00 A.M. to 4:30 P.M., except Saturdays, Sundays and certain holidays; and the offices of Circuit Court Judge and Probate Registrar, Register in Probate and Juvenile Intake may close one hour per day for lunch as may be determined by the Judge. (Ord. 03-0801, 8-12-2003)

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<sup>1</sup>See Section 1-9-16 of this Chapter.

## **1-9-26: EMPLOYEE ASSISTANCE PROGRAM POLICY**

### **A. Definitions:**

**PERSONAL PROBLEMS** Behavioral/medical problems such as physical, psychological, marital, financial, legal, etc., involving either the employee or a dependent, that definitely and repeatedly interfere with the employee's job performance.

**ALCOHOLISM AND OTHER DRUG ABUSE PROBLEMS** Illnesses in which the employee's or his/her dependent's consumption of alcoholic beverages and/or use of other drugs, definitely and repeatedly interfere with the employee's job performance.

- B.** Alcoholism, other chemical dependencies and personal problems are recognized as highly complex illnesses that can successfully be treated. Such illnesses will receive the same financial benefits, insurance coverage and sick leave as is presently provided for other illnesses under the established employee benefit plans.
- C.** When the use of alcoholic beverages or other drugs off the job impairs job performance, attendance, conduct and reliability, such conduct shall become a matter of concern to the employer (Green County) and it is the responsibility of the supervisors/administrator of employees evidencing substandard job performance to seek to remedy the situation and bring the employee's performance up to standard. If, after counseling about substandard job performance, an employee's performance does not improve, the employee's supervisor/administrator will schedule a further conference at which he/she will be given the opportunity to consult one of the staff resource coordinators. Such consultation with a staff resource coordinator shall be at the employee's option.
- D.** The staff resource coordinator shall meet with the referred employee and seek to determine the cause of the substandard performance. If it seems likely that personal problems, alcoholism or other chemical dependencies are at the root of the problem, the staff resource coordinator will refer the employee to the appropriate community or professional agency for help. In no sense is the staff resource coordinator a counselor who should or will attempt to resolve the problem himself/herself; his/her sole responsibility is referral to the appropriate source of assistance. All communications between the employee and the staff resource coordinator shall be confidential. No records of such conference or conferences or records of referral for treatment, or records of treatment shall become a part of the employee's personnel file.
- E.** At all times it is the prerogative of the employee to accept or reject referral and treatment. If the employee elects to reject referral and treatment, it becomes the responsibility of the employee to bring his/her job performance up to standard or face such job action as might be appropriate. If the employee elects to accept referral and treatment, the fact that he/she has accepted referral and treatment shall be regarded in the same manner as treatment for any other illness. Upon completion of the treatment, it will be the responsibility of the employee to achieve and maintain standard performance on the job.
- F.** An essential part of the program is that those employees who know they have a problem in any of the areas defined in subsection A hereof and want professional help will voluntarily contact the Resource Coordinator. He/she is pledged to keep all communications in absolute confidence. In addition, no medical records will be sent to an employee's official personnel file; those records will remain at the treatment centers.

- G. The County of Green recognized that an employee's job performance may be adversely affected by stresses resulting from the fact that members of his/her immediate family may be afflicted with personal problems, alcoholism, or other drug dependencies. Accordingly, assistance under the Green County Employee Assistance Program is available to any member of an employee or of the family member.

**1-9-27: NEPOTISM**

Members of immediate families shall not be hired or transferred into any department, or promoted within a department where a direct superior-subordinate relationship between such family members would result. Immediate families shall be interpreted as spouse, child, parent, son- or daughter-in-law, mother- or father-in-law, brother or sister. Nothing in this policy shall affect persons so hired, transferred or promoted before April 1, 1981. (Ord. 92-0310, 3-10-92)

**1-9-28: PERSONAL USE OF COUNTY VEHICLES**

**1-9-28-1: PURPOSE**

The purpose of this Ordinance is to regulate the County Employees' personal use of County vehicles and to subject the use to the provisions of the Internal Revenue Code and regulations as set forth in 26 C.F.R. §1.274-6(T)(a)(3) and any subsequent modifications thereon.

**1-9-28-2: DEFINITIONS**

COMMUTING TRIP: Commuting trip means a one-way trip from the residence of an employee to his/her normal and regular location of work or office. A commuting trip is not a round-trip.

PERSONAL USE: Personal use means any use which is for the benefit or enjoyment of the employee and which is not in the pursuit of business or in the interests of the County, or is in the pursuit of a business or trade other than that of the County as provided in 26 C.F.R. §1.274-6T(e)(5) and any subsequent modifications thereon.

**1-9-28-3: PERSONAL USE PROHIBITED**

No County employee may make use of any County-owned or County-operated vehicles except as provided herein.

**1-9-28-4: PERSONAL USE PERMITTED**

The following employees are permitted to operate a County-owned vehicle to commute to and from work:

- A. Highway Commissioner
- B. Courthouse Maintenance
- C. Landfill Manager
- D. Emergency Management Coordinator
- E. Highway Supervisors
- F. Sheriff
- G. Sheriff's Department Detectives
- H. Chief Deputy
- I. Sheriff's Department Canine Handlers
- J. Technical Sergeants

The above-enumerated employees are permitted to make stops and minimally deviate from their normal commuting routes for personal business.

**1-9-28-5: PERSONAL USE VALUATION**

- A. Each employee, except as provided below, authorized to operate a County vehicle for the purpose of commuting shall be charged and required to pay the lesser of \$1.50 per one-way commute or the County mileage rate for mileage actually driven.
- B. By action of IRS regulations, law enforcement is exempted from payment of the personal use valuation.

**1-9-28-6: RECORD-KEEPING**

- A. The employees authorized to operate County vehicles to commute to and from work shall maintain a log showing all the personal miles or commuting trips by the vehicle.
- B. The log shall be maintained on a daily basis and a copy thereof shall be returned to Accounting or their designee with each payroll.
- C. The personal use amount, and any applicable sales taxes, shall be deducted from the employee's payroll each payroll period. (Ord. 02-0101, 1/8/02)